

<p align="center"><b>1 SAFETY MEASURES</b></p>	<p align="center">Page 1 of 1</p>
<p align="center"><b>Division of Forensic Science</b></p> <p align="center"><b>QUESTIONED DOCUMENTS PROCEDURES MANUAL</b></p>	<p align="center">Amendment Designator:</p>
	<p align="center">Effective Date: 1-April-2003</p>
<p align="center"><b>1 SAFETY MEASURES</b></p> <p><b>1.1</b> Relative to other forensic disciplines document examinations generally pose few hazards. This is not to imply that general lab safety practices should be ignored. Documents stained with bodily fluids (e.g. blood-stained suicide notes) should be considered a potential biohazard, and handled accordingly. Documents falling into this category should not be handled without rubber gloves. If at all possible, work surfaces should be covered with some type of paper (e.g. brown wrapping paper). Caution must be exercised not to run the risk of potential contamination of other surfaces by such actions as failing to remove gloves prior to typing on keyboards, turning off lights, etc. All surfaces should be disinfected afterward (even those that may have been covered with paper) with either a 10% bleach solution or a 70% ethanol solution. This would include the glass platen on the photocopier and scanner, and the transmitted light box, if such items were used during the exam. Gloves, paper coverings, and any towels used during the clean-up should be properly disposed of in a marked Bio-Hazard refuse containers.</p> <p><b>1.2</b> The Electrostatic Detection Apparatus (ESDA) is a high voltage instrument, at times operating at a potential of 8 kV. No one should operate this instrument without first having read the manufacturer's operating instructions. Anyone in need of an operator's manual should contact their technical supervisor or section chief.</p> <p><b>1.3</b> Caution should be exercised when using any ultraviolet (UV) light source (especially short wave) not to expose areas of skin or eyes to direct light. Some type of UV eye protection is necessary when working a light source of this type.</p> <p align="right">◆End</p>	